



# Project Request Form

<b>Project Title:</b>			
<b>Agency:</b>		<b>Liaison:</b>	
<b>Division Manager:</b>		<b>Originating Staff:</b>	

<b>Purpose and desired outcome for the project:</b>	
<b>Who is the audience?</b>	<b>Is this project used in conjunction with other forms of marketing or educational activities? If so, what are they?</b>
<b>Is there a distribution plan?:</b>	<b>Is this project mandated? If so, what law?</b>
<b>Comments or preferences relating to the project:</b>	
<b>Date this project needs to be delivered to the agency:</b>	

(next page)

☐ This is a new document, and a design mock-up is requested.

☐ This is an existing document to be updated with NO new design.

☐ This is an existing document to be updated and a new design is requested.

**Quantity:**

**Please supply the following information if you can.**

**Project type:**

☐ Book, No. of pages:\_\_\_\_  
☐ Brochure  
☐ Flyer  
☐ Sign or Banner  
☐ Poster  
☐ Card or Postcard  
☐ Other:\_\_\_\_

**Size:**

☐ 4.25" x 5.5"  
☐ 8.5" x 11"  
☐ 11" x 17"  
☐ 18" x 24"  
☐ Other:\_\_\_\_

**Color:**

☐ Full-color  
☐ Two-color  
☐ Black only

**Preferred method of duplication:**

☐ Photocopy (Black only)

☐ Photocopy (Color)

☐ Printing Press

**Attachments to this request:**

**Text:** Text is to be delivered as both a hard copy and a computer file (MS Word) with no bold, caps, underscores, columns, etc.

The agency liaison assures that the text is complete – written, edited and proofread -- BEFORE delivery to CMS. Someone in the agency director's office should sign off on the final text assuring that the content is consistent with the agency and Governor's Office policies, is readable to the intended audience, uses proper grammar and sentence structure, and follows the agency style guidelines.

**Additional attachments:** Photos, logos, graphics, and originals, etc. All photos and graphics should be of high quality (300 dpi resolution), including downloads from the Internet. Otherwise, they will not be accepted. Please list any additional attachments:

**For CMS use:**

**Date received:**

**Assigned to (Graphic Designer):**

**Expenses related to this project:**